

Instructions for Responding to a Modified Agreement

(These instructions are intended for use when responding to modified agreements only. For more detailed instructions, view the VIPR Vendor Solution User Guide at <http://www.fs.fed.us/business/incident/vendorsupport.php>.)

You MUST respond to the modification and use the forms in the MOD package, which is attached to the e-mail message when you respond to the modification—do not work off of previously saved forms.

- 1) In the e-mail message you receive from VIPR, double-click on the modified agreement package and save the package to your local drive or thumb drive.
- 2) Open the saved MOD_<Agreement #>.pff file. The SF 1449 form appears.
- 3) From the SF 1449 form, from the Form menu, select **Attachments**.
- 4) From the Attachments list, double-click on the VIPR_MOD_#.pff file. The modification form (also known as the SF 30 form) appears.
NOTE: The MOD package will not contain any canceled mods, so the MOD_#s in the list of Attachments may not be consecutive.
- 5) In Box 14 on the SF 30 form, review the **Description of the Amendment/Modification** to determine the type of modification and identify any changes to the agreement (i.e. contract requirements, changes to the Contracting Officer's information).
- 6) Close the SF 30 form.
- 7) From the SF 1449 form, from the Form menu, select **Attachments**. Depending on the type of modification, do the following:

Review changes to the contract requirements:

- a. Open the **ContractRequirements.pdf** file.
- b. Review the changes.
- c. Close the document.

Update your vendor company information:

- a. Open your company form from within the MOD package.
- b. Update your form. **IMPORTANT: For any type of MODs, you CANNOT update your DUNS number or the Small Business Status on your company form.**
- c. Save your changes to the form.
- d. From the Attachments list in the MOD package, add your revised company form to the MOD package and delete your old form from the package. **IMPORTANT: Although all of your resource data entry forms are attached to the MOD package, to help you keep your forms organized, you may want to save all of your resource data entry forms to your local or thumb drive and then delete all of the forms from the package. You will only need to re-attach to the package, the forms you revised. You do not need to add any of the forms that you did not revise. With whatever approach you take to manage your forms, you MUST make sure you do add your revised forms to the package and delete the forms that are replaced by the revised forms from the package. When the modification process is complete, VIPR will e-mail you a complete package with all of your resource data entry forms attached that are associated with the modified agreement.**

Update your resource information:

- a. Open your resource data entry form(s) from within the MOD package.
- b. Update the information in your form(s). **IMPORTANT: For standard MODs, you CANNOT change the Dispatch Center, VIN/Serial Number/Equipment ID/Unique Resource Descriptor, or Pricing (Rates) for your resources. For roll-over MODs, you CANNOT change the Dispatch Center or VIN/Serial Number/Equipment ID/Unique Resource Descriptor for your resources, but you can change the Pricing (Rates) for your resources.**
- c. Save your changes to the form(s).
- d. From the Attachments list in the MOD package, add your revised resource data entry form(s) to the MOD package and delete your old resource data entry (forms) from the package. **IMPORTANT: From the list of Attachments, you MUST make sure you add your revised forms to the package and delete the forms that are replaced by the revised forms from the package. You do not need to add any of the other resource data entry forms that you did not revise or delete any of the forms from the package that you did not revise.**

Withdraw a resource:

- a. Open your resource data entry form from within the MOD package.
- b. From the form, in the Agreement Phase Only box, click on the **Withdraw this resource** check box.
- c. From the drop-down list, select the **VIN/Serial Number** or **Equipment ID** of the resource you wish to withdraw.
- d. Save the form.
- e. From the Attachments list in the MOD package, add your updated form to the MOD package and delete your old form from the package.

Replace a resource:

- a. Open your resource data entry form(s) in the MOD package.
- b. From the form, in the Agreement Phase Only box, click on the **Replace this VIN or Serial Number or Equipment ID** check box.
- c. From the drop-down list, select the **VIN/Serial Number** or **Equipment ID** of the resource you wish to replace.
- d. Complete ALL of the required fields for the new resource in the form. **IMPORTANT: You MUST use the same Dispatch Center and Rates that you used for the replaced resource. You can change the Rates only if the modification is a roll-over MOD.**
- e. Save your changes to the form.
- f. From the Attachments list in the MOD package, add your updated form to the MOD package and delete your old form from the package.

- 8) Close the list of Attachments.
- 9) From the SF 1449 form, click on the **Sign Response** button to sign and submit your response to the modification. (You will use your eAuthentication Level 2 name and password to submit the response.)